

## Training Checklist for Waived Chembio® SURE CHECK HIV 1 / 2 Assay Test

Trainee (print)	Trainee Signature	Agency
Trainer (print)	Trainer Signature	

**Instructions:** Both the trainee and the trainer are to initial and date each item below when they feel the objective/procedure has been mastered competently by the trainee. If a trainee will not perform a specific task, the trainer is to enter N/A for not applicable.

This Checklist is to be kept on file with the agency listed above.

Objective/Procedural Step	Trainee's initial & performance date	Trainer's initial & observation date
Read SURE CHECK procedure		
Read Biohazard Exposure Control Plan		
Determine if requirements for acceptable testing environment are met (e.g., temperature, lighting, level work space)		
Practice test with negative, positive HIV-1 and positive HIV-2 external controls		

**Checklist items below require observation of an actual patient test and are not part of the initial training:**

Give person being tested the "Subject Information" pamphlet		
Label test device components and appropriate paperwork		
Collect fingerstick specimen, put loop into vial and mix correctly		
Insert test device into vial		
Time test, read result		
Dispose of lancet and/or other biohazardous waste material appropriately		
Record results on <a href="http://chfs.ky.gov/dph/ccsguide">CH-12</a> found at <a href="http://chfs.ky.gov/dph/ccsguide">http://chfs.ky.gov/dph/ccsguide</a>		
Complete and submit <a href="http://chfs.ky.gov/forms">HIV Test Form</a> found at <a href="http://chfs.ky.gov/forms">http://chfs.ky.gov/forms</a>		
Record internal and external quality control results		
Report test result to the person being tested		
Send confirmatory test specimen to referral laboratory and document submission		
Receive referral laboratory results and record results		
Explain what to do if QC results show a problem		